

**UNITED STATES
CIVIL DEFENSE**

Police Services



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UNITED STATES CIVIL DEFENSE

POLICE SERVICES



FEDERAL CIVIL DEFENSE ADMINISTRATION

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CONTENTS

<i>Chapter</i>	<i>Page</i>
Introduction	I
1. Police services in the State civil defense organization	5
2. Police mutual aid and mobile support	10
3. Police communications	13
4. Inventories of police resources	14
5. Police services in the local civil defense organization	17
6. Auxiliary police	23
7. Police training for civil defense	27
8. Emergency mobilization and deployment	31
9. Traffic control	32
10. Explosive ordnance reconnaissance	33
<i>Appendix</i>	
A. Standard job descriptions	35
B. Official civil defense publications	47

INTRODUCTION

Modern warfare is not limited to military men. Every city, village, and farm can be involved; and every man, woman, and child is a possible casualty. New services must be organized, and existing services must be expanded. As existing organizations, the police services must continue to perform their regular activities of protecting the public and preserving order. In addition, they should train regular and auxiliary police for special civil defense duties. This administrative guide suggests methods and techniques for assisting police officials responsible for organizing or directing police civil defense services.

STATE CIVIL DEFENSE ORGANIZATION

Because of differences in the organization of State governments and, also, geographical variations among States, the exact composition of the State civil defense organization is a matter for each State to determine.

The larger and more populous States should be divided into civil defense sections to provide flexible operation and efficient coordination.

Where State sections are established they should be headed by sectional directors, who would be deputies to the State civil defense director.

The staff at the sectional level will vary according to needs, governed by the scope of civil defense activities assigned to sectional civil defense offices. In general, the sectional director will be assisted, if necessary, by an administrative staff and will rely on the State office for professional assistance.

METROPOLITAN AREA CIVIL DEFENSE ORGANIZATION

In planning for civil defense, the terms "metropolitan area," "mutual aid area," and "critical target area" are frequently used and in general are synonymous. These terms refer to an area in which the resources of the political units involved should be pooled and integrated to insure maximum use of personnel, equipment, and facilities for civil defense purposes. These areas may embrace any number of

contiguous political units forming a logical group. The units may be either municipalities or counties or any combination of them and may include portions of more than one State.

This arrangement does not prevent each component municipality or county from having its own civil defense organization. However, it is recommended, for the sake of efficiency and economy, that these units agree to establish an over-all civil defense organization. A civil defense coordinating council with representation from all the participating units should be organized. The members of this council, who might well be the mayors, county chairmen, or other chief governing officials, should appoint a director or coordinator of civil defense for the area as a whole. The coordinator should have charge of all civil defense activities and be responsible to the council.

In some instances, at the option of the Governor, certain metropolitan areas would have status equal to the State civil defense sections. At such times, it would simplify and improve liaison with the State organization if the director or coordinator is a representative of the State as well as a locality. (See fig. 1.)

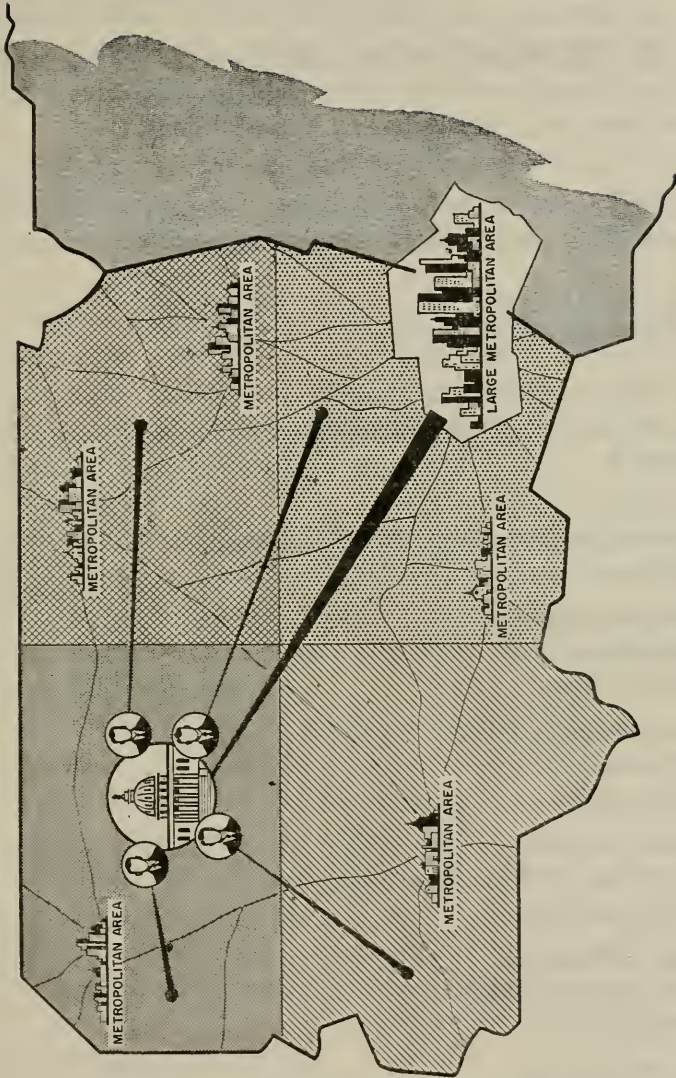
Plans, and agreements involving an area organization must not be in conflict with State and local laws. Interstate compacts must be in accord with provisions of the Federal Civil Defense Act of 1950.

CIVIL DEFENSE POLICE SERVICES

Civil defense police services are built on existing organizations. For this reason, they escape some of the problems of other civil defense services which must be established independently. Through years of law enforcement America's police departments have developed and used methods and procedures for handling emergencies of all types. Police problems encountered in civil defense are closely related to those of peacetime operations and are multiplied under emergency conditions in direct proportion to the extent of the emergency. Therefore, knowledge and experience gained previously are of great value.

The many independent police agencies which participate in America's law-enforcement program must be ready to mobilize for civil defense emergencies, and to work together as one functioning organization. To this end, the civil defense policies, administration, operation, and training of police services should be uniform.

STATE OF COLUMBIA



Typical division of State into Civil Defense Sections

FIGURE 1.

This manual recommends model police organization and activities, which if followed in principle will assure uniformity of State and local police services. The manual is designed particularly to help those States and communities that have not yet organized a civil defense police service. It supplements the general civil defense program described in *United States Civil Defense*,¹ which covers in brief form all civil defense services, including the police services. As conditions change and civil defense experience broadens, this manual may be amended or superseded by future editions.

Grateful acknowledgment is made to the members of the Federal Civil Defense Police Services Advisory Committee for much of the basic thinking that produced this manual, and for reviewing it.

FEDERAL CIVIL DEFENSE POLICE SERVICES
ADVISORY COMMITTEE, 1951

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¹ *United States Civil Defense*, 1950, NSRB Doc. 128; for sale by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C. Price, 25 cents.

POLICE SERVICES IN THE STATE CIVIL DEFENSE ORGANIZATION

ORGANIZATION

1.1 Each State civil defense director should establish a police service division and a State coordinator of police. The head of the State police or highway patrol might hold this position along with his regular assignment. Or if a full-time coordinator is required, an experienced police administrator should be appointed. The State coordinator of police should have a staff to assist him in coordinating the functions and operations of the various civil defense police service sections. (See fig. 2.)

1.2 When the State coordinator of police is not serving also as head of the State police force, the latter should serve in an advisory capacity to both the State civil defense director and the coordinator. Close liaison should be maintained between the State civil defense director and the head of the State police.

1.3 A police services advisory committee composed of outstanding law-enforcement experts should be appointed by the Governor to advise him and the State civil defense director on police matters.

1.4 A sectional coordinator of police should be appointed for each general civil defense section and serve on the staff of the sectional civil defense director. An experienced police administrator from the State police force or from a large urban community should be selected for this position. Some sections may require a full-time coordinator without other responsibilities, while in less critical sections the coordinator may serve only part time.

1.5 The State police services civil defense advisory committee advises police agencies on ways of maintaining personnel strength under wartime emergency conditions. It recommends procedures for civil defense police service operations and develops methods for maintaining

SUGGESTED MODELS OF STATE CIVIL DEFENSE ORGANIZATION

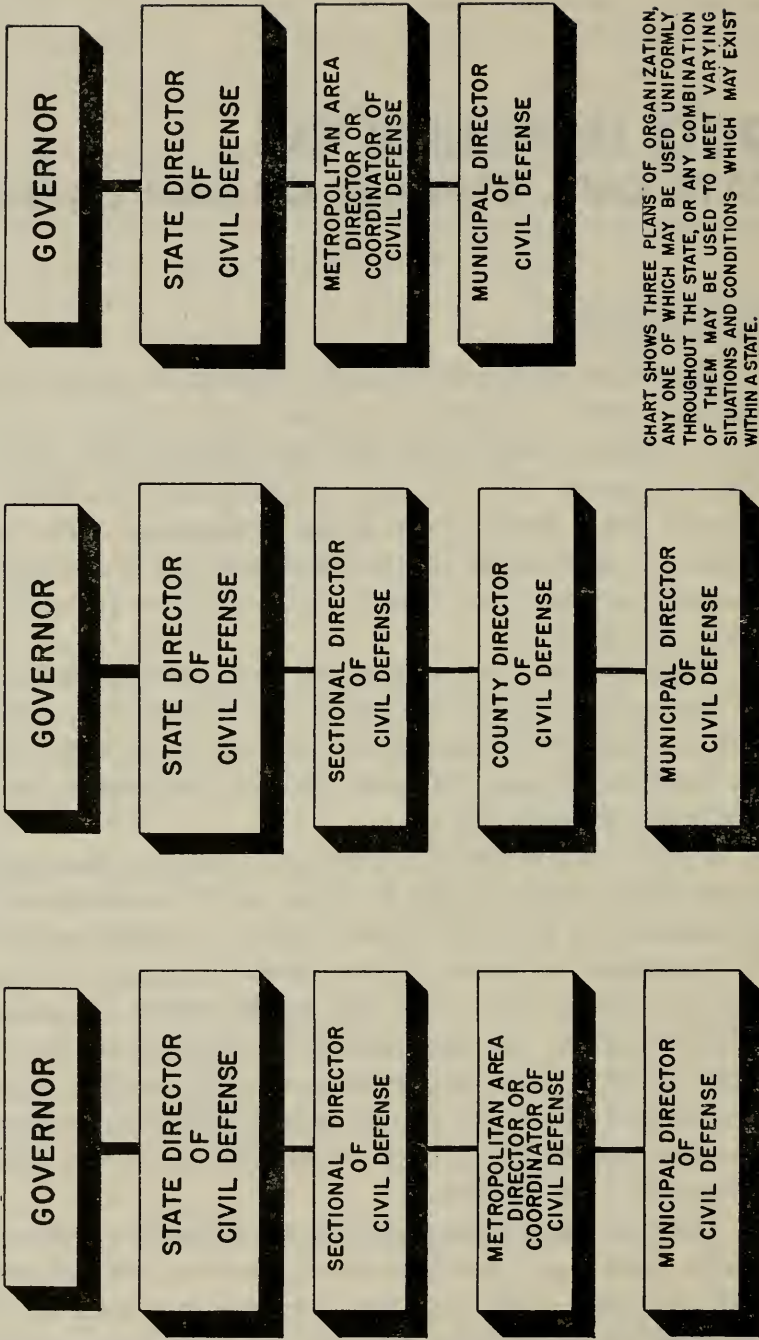


CHART SHOWS THREE PLANS OF ORGANIZATION, ANY ONE OF WHICH MAY BE USED UNIFORMLY THROUGHOUT THE STATE, OR ANY COMBINATION OF THEM MAY BE USED TO MEET VARYING SITUATIONS AND CONDITIONS WHICH MAY EXIST WITHIN A STATE.

FIGURE 2.

morale and interest of regular and auxiliary police under stress of increased work and longer hours of duty. The committee also advises on matters of authority, assignment of auxiliary police, equipment, insignia, terminology, and titles.

1.6 Through the directors of civil defense at all levels, the State coordinator of police supervises the various sectional coordinators, and through them he extends plans and operations, personnel and training, and procurement and supply arrangements throughout the State. He transmits instructional and informational material from Federal and State civil defense offices to local civil defense police services. He directs the taking of inventory and maintains master inventory records of all police facilities, personnel, and equipment within the State. He develops plans for State-directed police mobile support, including the command of intrastate and interstate police resources. He stimulates the organization of regular and auxiliary police training throughout the State and advises on the development of training materials, training aids, and texts through the training division of his State civil defense organization and the vocational training unit of the State education department.

1.7 The sectional coordinator organizes and directs the State civil defense program for police in his section. This includes the planning for State-directed police mobile support from his section. He coordinates and integrates the civil defense police functions with the functions of other civil defense services and assists and advises in developing mutual aid compacts between police agencies operating in the section. This also includes the sectional units of the State police force. The sectional coordinator is responsible for making or obtaining, and keeping current, an inventory of police resources of the section and transmitting the inventory data to the State coordinator. The sectional coordinator assists and advises in developing and improving police communication systems at all levels. He assists in procurement and distribution of police equipment and supplies and, finally, he plays an important part in the training of police. He is responsible for stimulating civil defense training for regular police and for promoting basic police training for auxiliary police within the section.

1.8 When a metropolitan area coordinator or director of civil defense is established, there should be a coordinator of police on his staff. He should coordinate and integrate the civil defense police functions

with those of other civil defense services; implement police planning for civil defense operations, including mutual aid agreements; obtain, and keep current, an inventory of police personnel, equipment, and facilities in the area; and transmit the inventory data through channels to the State coordinator of police. He assists in developing and improving police communication networks within the area and should play an important part in stimulating the organization and training auxiliary police, as well as special training of regular police in civil defense functions. This position requires an experienced police administrator, whose opinions, advice, and instructions will command the respect of police executives within the area. He may be a full-time administrator or the chief of one of the larger police organizations involved.

BASIC POLICY STATEMENTS

1.9 The basic policies set forth below should be followed in planning and developing the civil defense police services program:

(a) The regular staffs of all police agencies within the State should be augmented by trained auxiliary police. Additional personnel are required to augment regular personnel lost to the Armed Forces before the emergency; to meet the increase in police duties and responsibilities during a national emergency; to replace casualties at the time of the emergency; and to aid other communities under mutual aid or mobile support agreements.

(b) Auxiliary police should be carefully selected and properly trained.

(c) Auxiliary police should be given uniform police authority throughout the State so that there will be no conflict in the coordination of forces and activities at the scene of emergency, when auxiliaries are assigned to mutual aid or mobile support operations.

(d) In mutual aid operations, men and equipment should be dispatched only when requested by the responsible director of civil defense through the commander of the police force (or his alternate) in the stricken area.

(e) In mutual aid operations, the head of the local police force in whose jurisdiction the emergency occurs is in command of all police personnel and equipment. However, he directs assisting police forces through their own officers.

(f) In planning for police aid under a mutual aid agreement local police should not be expected to deplete their own personnel and equipment to a point where police operations in their own jurisdictions are endangered.

(g) When requests for mutual aid are received, regular police personnel should be dispatched so far as possible, and trained auxiliary police should be assigned temporarily to take their place.

(h) In mobile support operations the Governor assumes authority over police forces in the State. He may direct them through the head of the police force in whose jurisdiction the emergency occurs, or through the State civil defense director and the State coordinator of police. A proclamation of emergency would ordinarily specify the delegation of command.

(i) The term "auxiliary police" is used in this manual to distinguish volunteer police from regular police. However, it is not intended for use on a Nation-wide basis as an official title, since many police agencies have designated volunteers as "reserve police officers" and the organization as "..... Police Reserve." Several States have recommended that this designation be used on a State-wide basis.

SUMMARY OF STATE ORGANIZATION OBJECTIVES

1.10 The organization and operation of civil defense police services in a State are based upon the following fundamental objectives:

(a) To stimulate and review police planning and operations in communities.

(b) To coordinate State and local police services planning and operations with planning and operations of all other civil defense services.

(c) To initiate and maintain a continuing inventory of all police resources within the State.

(d) Under the authority of the Governor, to coordinate police mobile support with local police operations and to direct such support in specific emergencies.

(e) To coordinate training programs for regular and auxiliary police with the general civil defense training program.

(f) To transmit through proper channels information and instructional material from Federal and State civil defense offices to all civil defense police services in the State.

POLICE MUTUAL AID AND MOBILE SUPPORT

2.1 Mutual aid and mobile support are basic concepts of today's civil defense planning. No community is, in itself, able to cope with the devastation following a large-scale attack with the weapons of modern warfare. Hence, the need for mutual aid and mobile support, whereby the total resources of communities, States, and regions are organized into an integrated system for using the full potential of their protective services.

2.2 Mutual aid is the exchange of civil defense assistance between communities of a critical target area usually in the form of teams of protective services, which in time of emergency come to the aid of a stricken community. This assistance is voluntary and is based upon prearranged plans and agreements made by the communities of the area.

2.3 Mobile support is aid in the form of teams of protective services, such as police, fire, engineering, rescue, health and welfare, and allied services from outside the critical target area which, upon direction of the State civil defense director, move into a stricken area, either within the State or without, to replace or supplement the local protective services.

POLICE MUTUAL AID

2.4 In emergencies involving an area that contains two or more police forces, requests for mutual aid should normally be made of the civil defense director of the affected area.

2.5 Where police mutual aid forces are required and communications are interrupted, the local chief of police forces, acting with the knowledge and approval of the local civil defense director, may request help directly from other police forces of the mutual aid area under the terms of prearranged mutual aid agreements.

2.6 In either case the civil defense director of the section or metropolitan area is kept advised of developments of the disaster and of mutual aid requests arising from it.

2.7 If mutual aid assistance is inadequate the sectional coordinator reports the nature of the emergency and the action taken to combat it to the State coordinator of police, who in turn, under the direction of the State civil defense director and through the sectional coordinator of police, alerts mobile support police forces and dispatches them as needed.

2.8 A metropolitan area planning board would generally be organized for developing mutual aid. This board would be made up of representatives of the various political jurisdictions within the metropolitan area. Since the board would be small the local civil defense director might be the only representative of his community on the board. He would need the aid and advice of his local police service director in fitting the local police department into the area's mutual aid program.

2.9 As a peacetime measure, many police forces have entered into agreements for mutual assistance. Consequently, they can readily work their established mutual operations into the civil defense program. Others may not be so well prepared. Therefore, even before the mutual aid planning board is established, all police forces should accomplish the following:

(a) Develop departmental plans for emergency operation on the basis of metropolitan areas and municipalities.

(b) Survey and inventory the department's facilities, equipment, and personnel that could be made available for mutual aid and mobile support.

(c) Study and report in writing to the local civil defense director all civil defense problems that affect other departments or that have State-wide implications.

(d) Where possible, support all plans with charts and maps.

2.10 Further reference to mutual aid and mobile support can be found in *Principles of Civil Defense Operations*. Comprehensive manuals, detailing the roles of police and other services in mutual aid and mobile support operations, are being prepared for early publication by the Federal Civil Defense Administration.

POLICE MOBILE SUPPORT

2.11 Police planning for mobile support should provide for close coordination of activities within a command and for joint activities of police and other mobile support civil defense services, such as engineering, fire, health and welfare, rescue, and transportation. Police, of course, will come under the over-all supervision of State and local civil defense directors.

2.12 Plans for police mobile support operations should be developed by the State coordinator of police, with advice and assistance from the head of the State police and the coordinators of the other services of the mobile support force.

2.13 In planning for mobile support, prepare procedures, plans, and methods of coordination and control in clear, written instructions. These instructions should be sent to the individual police forces of the State and to the section coordinators of police services.

2.14 In developing plans and preparing instructions for police participation in mobile support, establish a definite chain of command through the local, area, and State police organization for civil defense, to avoid the confusion and inefficiency which could result from conflicting orders.

POLICE COMMUNICATIONS

3.1 During emergencies, police communication networks, both State-wide and local, should be restricted to official police use and the dissemination of attack warnings. However, if other communication facilities are disrupted the police network may be used for additional emergency communications. This additional use should be discontinued as other communication facilities are restored.

3.2 To establish an emergency stand-by communication service and to provide for necessary expansion for increased police needs, the State coordinator of police, in liaison with the State civil defense communication division, should give all possible advice and assistance to the police forces within the State.

3.3 This advice and assistance should be directed toward:

(a) Local expansion of police telephone, teletype, and radio communications to cover civil defense control centers, alternate police administration headquarters, field command posts, and traffic control posts.

(b) Procurement of equipment for adequate communications in emergency areas, including two-way radio cars at the perimeter of the blocked area and mobile stations to replace destroyed or damaged police broadcasting stations.

(c) Development or improvement of intercommunity police radio networks to handle mutual aid requests and other emergency police communications.

(d) Establishment of adequate and alternate communications to connect each police force with the appropriate sectional coordinator of police and the State coordinator of police.

INVENTORIES OF POLICE RESOURCES

4.1 Up-to-date inventories of police resources should be maintained in the State civil defense police service division and in the sections of the State organization. These inventories are essential for effective mutual aid and mobile support operations. In addition, they will provide statistics and data needed for policy development, planning, procurement, and other State civil defense functions.

4.2 The State coordinator of police should design standard reporting forms and distribute them to sections, metropolitan areas, and local police forces.

4.3 One form is needed for local inventories and another for summaries by sectional coordinators of police. Each police force in the State needs enough forms to allow multiple copies of reports at specified intervals. The local police force transmits the required number of copies to the sectional coordinator, who, in turn, sends copies of each local report and his own summary to the State coordinator of police.

4.4 As a safety precaution, duplicate inventory files should be kept at local, sectional, and State levels. Only the latest of these need be deposited for safekeeping with outlying police departments, where they would be available if the original records were destroyed.

4.5 The section inventory form should be designed to permit rapid scanning. This form should show not only the totals of individual items but also those of individual police forces.

4.6 As a minimum, both sectional, metropolitan area, and local forms should include:

(a) Personnel.

(1) Administrative officers by rank.

(2) Supervisory or noncommissioned officers by rank.

(3) Detectives of assignment-level ranks.

- (a) Personnel—Continued
 - (4) Other officers not in uniform.
 - (5) Uniformed patrolmen or privates.
 - (6) Regular recruits in training.
 - (7) Auxiliary police in training.
 - (8) Auxiliary police trained and assigned by rank.
 - (9) Civilian technicians (such as communications, laboratory, and identification).
- (b) Vehicles (number, type, and those equipped with one-way, two-way, and three-way radio).
 - (1) Automobiles.
 - (2) Motorcycles.
 - (3) Trucks.
 - (4) Tow cars.
 - (5) Patrol wagons.
 - (6) Busses (with passenger capacity).
 - (7) Ambulances.
 - (8) Others (such as boats, airplanes, and wagons).
- (c) Communication facilities and equipment.
 - (1) Radio transmitters, omitting those listed under (b) above; include frequencies, power, outputs, operating voltages, cycles, and call letters.
 - a. Central stations (permanent fixed location).
 - b. Mobile stations.
 - c. Portable two-way radios.
 - d. Others.
 - (2) Telephone.
 - a. PBX switchboards.
 - b. Leased lines.
 - c. Private lines.
 - d. Gamewell or police boxes.
 - e. Others.
 - (3) Teletypewriters.
 - (4) Permanently operated messenger services.
 - (5) Other communication facilities or equipment.
- (d) Special equipment.
 - (1) Mobile public-address systems.
 - (2) Mobile auxiliary generators (in addition to those listed under (c) (1) above).
 - (3) Portable or mobile floodlights.
 - (4) Protective clothing and helmets.
 - (5) First-aid equipment and supplies.
 - (6) Other special equipment for emergency use.

- (e) Weapons (indicate caliber or gauge).
 - (1) Revolvers and pistols (department-owned and required personal).
 - (2) Machine guns and submachine guns.
 - (3) Rifles.
 - (4) Shotguns.
 - (5) Reserve ammunition.
 - (6) Gas weapons and equipment.
 - a. Gas guns.
 - b. Gas batons.
 - c. Shells (specify gas types).
 - d. Grenades (specify gas types).
 - e. Gas projectors.
 - f. Parachute flare projectiles.
 - g. Masks.
 - (7) Batons and riot sticks.
 - (8) Handcuffs, nippers, and iron claws (department-owned and required personal).
- (f) Detention facilities—regular and emergency (number, location, type, and capacity).
- (g) Automotive supplies and facilities.
 - (1) Repair facilities.
 - (2) Storage facilities with capacities.
 - (3) Fuel and lubricants (where quantity fluctuates, give storage capacities; specify whether supplies remain available through manual operation of pumps or auxiliary power source in event of power failure).
 - (4) Portable gasoline pumps (for emergency removal of gasoline from underground service-station storage tanks).
 - (5) Tires.
 - (6) Batteries.
- (h) Storage facilities (including provisions for expanding or dispersing).
- (i) Police headquarters (number and location of regular and alternate).
 - (1) Administration buildings.
 - (2) Police stations.
 - (3) Substations.
 - (4) Field command posts.

POLICE SERVICES IN THE LOCAL CIVIL DEFENSE ORGANIZATION

ORGANIZATION

5.1 The chief of police, or the sheriff where there is no chief of police, should be the chief of the police services division in the local civil defense organization (fig. 3). The size of his staff and the number of commanders and supervisors will depend on the size of the community and the scope of its police operation. The planning and organization of police civil defense operations should be based upon existing organization and operational procedures. Additional civil defense duties, responsibilities, and functions should be integrated with the regular functions and follow the same operational pattern.

5.2 In the small community the chief of police services will designate officers from his regular staff to succeed him if he should be incapacitated or unavailable. The same arrangement should be made for all supervisory personnel in his command. The designation of alternates and the succession of command should be made known to all personnel, both regular and auxiliary.

5.3 In larger cities the chief will find it advisable, because of the pressure of his regular duties, to appoint his administrative assistant or another executive as the civil defense police service coordinator.

5.4 When the local police force has no assistant chief, the commander of the regular patrol force should be designated as coordinator. The uniformed patrol force, with its reinforcement of auxiliary police, is the most active component of the civil defense police services. Its commander, therefore, is in a good position to coordinate the civil defense police program.

5.5 The police service coordinator will require a staff of assistants and clerical personnel. One or more alternate police service coordi-

SUGGESTED ORGANIZATION OF LOCAL POLICE SERVICES

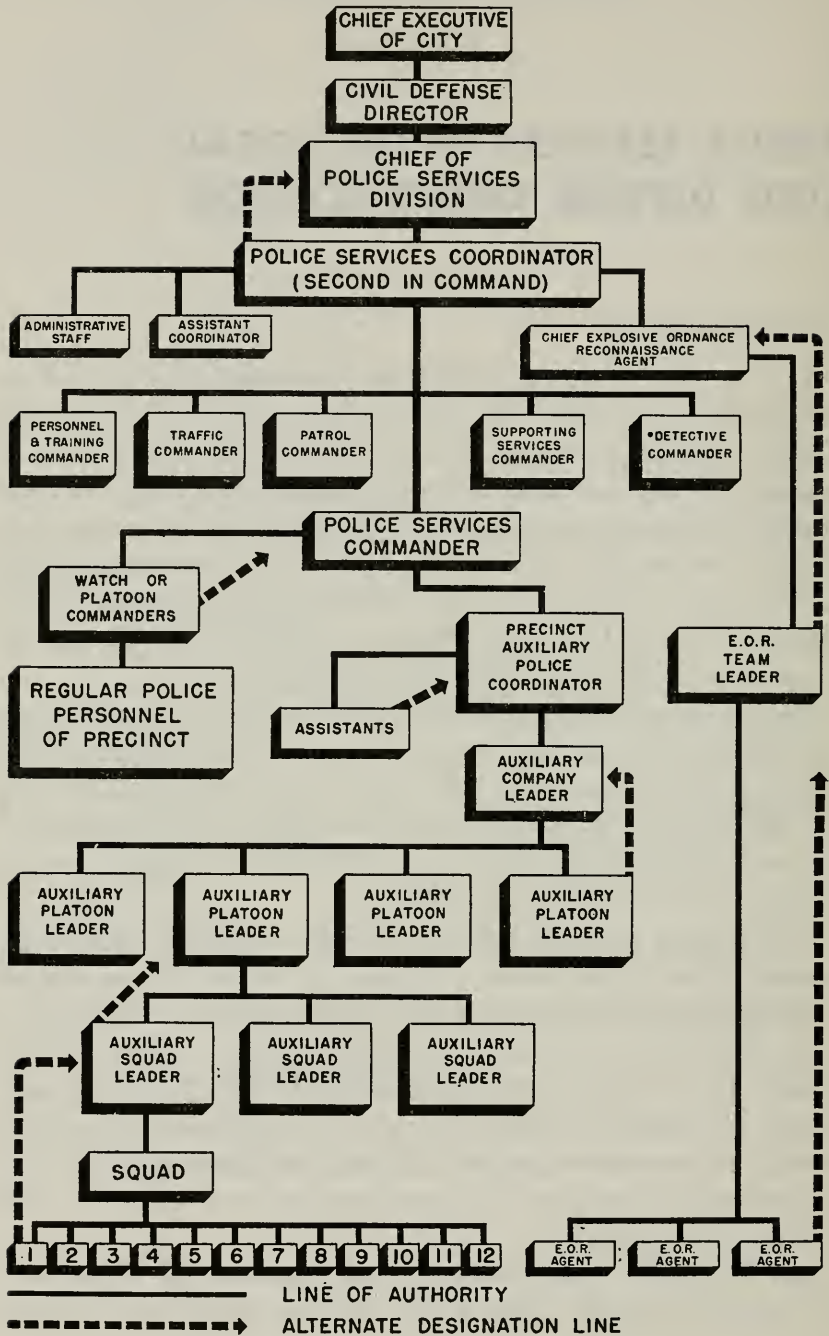


FIGURE 3.—Typical local police services organization.

nators should be designated and should become thoroughly familiar with local civil defense police functions.

5.6 At the precinct level the commanding officer should be designated as the police service commander. After conference with the police service coordinator, the police service commander should designate the following: Alternates to provide a succession to his command; a full-time precinct auxiliary police coordinator; an assistant or assistants to the precinct auxiliary police coordinator. The assistants should also serve as alternates to the precinct auxiliary police coordinator.

5.7 The following plan is recommended for those communities now in the process of organizing police auxiliaries and those desiring to reorganize their auxiliaries. Local conditions must, of course, be taken into consideration.

5.8 The auxiliary police should be organized into squads, platoons, and companies. This arrangement is advantageous for drills, simulated emergency tests, crowd-control training and operations, and some types of emergency operations.

5.9 Police experience has shown that an efficient organization is 12 men to the squad, 3 squads to the platoon, and 4 platoons to the company. There should be leaders and assistant leaders for each of these units. To avoid confusion and misunderstanding on the part of the other civil defense services working with the police during tests and emergencies, supervisors of auxiliary police should be designated as squad leaders, platoon leaders, and company leaders rather than by the titles of regular police officers.

5.10 Auxiliary supervisors normally would be assigned only on the precinct level, where very few regular police (usually not more than three for the largest precinct) are available to supervise auxiliaries. Large precincts may possibly have as many as three or four companies of auxiliary police and may require numerous supervisors.

OPERATIONS

5.11 Civil defense police operations are closely associated with the basic police operations of patrol, investigation, and traffic control, and with the service or supporting police operations of communications, detention, records, supply, personnel, and training. The civil defense functions to be performed or delegated by the chief of police services include:

- (a) Administration.
 - (1) Supervising the police force's civil defense planning and operations.
 - (2) Determining the responsibilities, authority, and control of auxiliary police.
 - (3) Preparing inventories of men and equipment and transmitting them to the State civil defense organization.
 - (4) Maintaining liaison with all authorities and services concerned in civil defense operations.
- (b) Personnel and training.
 - (1) Procuring additional regular and auxiliary personnel.
 - (2) Cooperating with the State educational department, the State civil defense training division, and the coordinator of State police in the development and procurement of materials and instructors for the training of regular and auxiliary police personnel in civil defense duties.
 - (3) Assigning auxiliary police and maintaining their personnel and records.
- (c) Procurement and supply.
 - (1) Procuring and storing equipment and supplies required in police civil defense operations, including special emergency equipment not ordinarily used. Stand-by or duplicate equipment should be stored and kept in condition for immediate service, and at separate locations when possible.
 - (2) Preparing plans for issuing and controlling all emergency equipment.
 - (3) Improving equipment maintenance and conservation practices.
 - (4) Arranging for alternate repair facilities for vehicles, and alternate storage facilities for repair parts, tires, batteries, gasoline, and oil.
 - (5) Arranging for additional or substitute sources of gasoline, oil, repair parts, repair services, tires, and batteries for use in emergencies.
 - (6) Arranging for alternate headquarters buildings to house administrative staff, records, communications, supplies, and necessary facilities for extended emergency police operation.
- (d) Property custody.
 - (1) Arranging for additional safe storage facilities for the personal property of prisoners, property held as evidence, and property taken into custody by the police pending identification and return to owners.

- (e) Records and identification.
 - (1) Maintaining files for identification of casualties, missing persons, and lost and found property (unless assigned elsewhere in the civil defense organization).
 - (2) Maintaining files of fingerprints, identification data, and photographs of civil defense personnel insofar as departmental records will allow.
 - (3) Issuing security passes and permits as directed.
- (f) Communications.
 - (1) Using commercial and private wire communication systems.
 - (2) Providing for expansion of all police communication facilities, including the establishment of alternate facilities.
 - (3) Providing for stand-by mobile radio stations, with accompanying engine-driven power supply.
 - (4) Developing alternate communication channels between the police forces of the State, metropolitan areas, sections, and local communities.
- (g) Transportation.
 - (1) Providing for and maintaining adequate transportation for men and equipment during emergencies.
 - (2) Planning for procurement of additional and replacement vehicles needed during emergencies.
- (h) Detention.
 - (1) Providing for suitable detention facilities and alternate facilities.
- (i) Patrol.
 - (1) Planning for varying the size of patrol districts to meet emergency requirements.
 - (2) Planning for the expansion and deployment of patrol forces under an emergency duty schedule.
 - (3) Planning for specialized instruction and assignment of personnel within the patrol forces to take charge of:
 - a. Explosive ordnance reconnaissance.
 - b. Evacuation enforcement.
 - c. Antilooting patrol.
 - d. Protection of stocks of alcoholic liquors and narcotics.
 - e. Guarding of critical locations.
 - f. Traffic control.

- (j) Traffic.
 - (1) Planning for and testing emergency traffic control and regulating pedestrians and vehicles to minimize delays, congestion, and conflicts in traffic movement.
 - (2) Transmitting and enforcing evacuation orders during an emergency.
 - (3) Planning for regulated and priority traffic control during an emergency, including procurement and storage of emergency routing signs lettered in advance, unlettered but otherwise prepared signboards, a variety of cut stencils and stenciling materials, and sign standards and supports.
- (k) Criminal investigation.
 - (1) Planning for major crime investigations and arrest of criminals in emergencies.
 - (2) Liaison with the Federal Bureau of Investigation in matters concerning espionage, sabotage, and subversive activities.
- (l) Auxiliary police.
 - (1) Recruiting auxiliary police at a rate governed by local conditions and over-all requirements. Recruitment should be planned so that as recruits are trained and assigned, adequate supervision is provided from available regular police.
 - (2) Developing a program to maintain morale and interest.
 - (3) Supervising disciplinary procedures.
 - (4) Arranging for uniforms and equipment.
- (m) Other functions.
 - (1) Planning for the processing of police cases involving women and children during emergencies.
 - (2) Coordinating police activities with the welfare service in handling cases resulting from the emergency.
 - (3) Assisting other civil defense services during postraid periods in supervising evacuations and in locating members of separated families.

AUXILIARY POLICE

RECRUITMENT

6.1 Recruitment of auxiliary police should aim at a final strength of four auxiliaries for each 1,000 population or at a ratio of four auxiliaries for each regular police officer. Variations in auxiliary police strength would be governed by local police requirements and the availability of volunteers for this service. Some of the factors that must be considered when planning for the recruitment of auxiliaries are:

(a) The training capacity of the police force, especially the availability of training materials, instructors, and facilities.

(b) The ability to maintain the morale and interest of auxiliaries.

(c) The possible lack of adequate time before an attack in which to train auxiliaries.

6.2 In many communities the auxiliary police organizations of World War II have remained active at reduced strength. In others, the organizations were dissolved, but a large percentage of the members are available. The following method for establishing or expanding the auxiliary police organization is suggested: Former members should be contacted and recruited to expand the existing organizations or to serve as a nucleus for new organizations. Refresher courses may be required for some, and special courses will be required for all; but in a very short time these men would be ready for assignment.

6.3 Civil defense volunteer recruiting offices should be established in all communities. Volunteers enrolling at these offices will state their service preferences, and auxiliary police recruits will be selected from them.

6.4 If a sufficient number of auxiliary police recruits cannot be secured through a volunteer recruitment office, or if a recruiting office has not yet been established in the community, the chief of the police service division may, with the approval of the community's civil defense director, recruit auxiliaries independently.

6.5 Regular police officers can assist in independent recruiting by recommending one or more citizens for the auxiliary service. The form used for this recommendation should include a statement by the officer that he vouches for the person or persons whom he recommends.

6.6 If a full complement of recruits has not been obtained by this method, additional recruits may be obtained by having persons in the first volunteer group recommend others.

6.7 Application forms for the auxiliary police should include but not be limited to the following:

- (a) Name of police force and date of application.
- (b) Name, address, and phone number of applicant.
- (c) Age, height, weight, and sex.
- (d) Eye color, hair color, and complexion.
- (e) Birthplace, marital status, and number of children
- (f) Physical condition and any physical handicaps.
- (g) Blood type.
- (h) Hobbies and vocational aptitudes.
- (i) Occupation and place of employment.
- (j) Motor vehicles owned (make, model, and year).
- (k) Driver's or chauffeur's license.
- (l) Educational background, including special courses or schools.
- (m) Foreign languages, specifying degree of ability to speak, understand, read, and write.
- (n) Previous police experience.
- (o) Fingerprint classification.
- (p) Military experience, including branch of service, type of discharge, approximate period of service, highest rank held, and Reserve status.
- (q) Selective Service classification.
- (r) Question the applicant as to whether he has ever been arrested for other than minor traffic violations. If he answers YES, details (including the disposition of each case) should be given on the reverse side of the application.
- (s) Question the applicant as to whether he is or has ever been a member of the Communist Party or any other subversive organization.
- (t) Date of administering the oath of office.
- (u) Signature of applicant.

6.8 The form should include a statement substantially as follows to indicate to the applicant the importance of auxiliary police service:

I hereby acknowledge my complete understanding that the law-enforcement assignment I am requesting carries with it the requirement that I will, without question, obey and execute to the best of my ability the legal orders of those designated to supervise and command my activities; that I am to complete all assigned training courses within my ability; and that any violation or disregard of the rules and regulations of my organization will be cause for disciplinary action or dismissal. Furthermore, I understand that any false statement intentionally made in my application disqualifies me for membership in the organization.

OATH OF OFFICE

6.9 The Federal Civil Defense Act of 1950 requires under title IV, section 403 (b), that "Each person other than a Federal employee who is appointed to serve in a State or local organization for civil defense shall, before entering upon his duties, take an oath in writing, before a person authorized to administer oaths, which oath shall be substantially as follows:

I,, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

'And I do further swear (or affirm) that I do not advocate, nor am I a member or an affiliate of any organization, group, or combination of persons that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am a member of the (name of civil defense organization), I will not advocate nor become a member or an affiliate of any organization, group, or combination of persons that advocates the overthrow of the Government of the United States by force or violence.'

Any person who shall be found guilty of having falsely taken such oath shall be punished as provided in 18 U. S. C. 1621."

6.10 Arrangements should be made for a member of the regular police force, or other person who is legally authorized, to administer the oaths as required by Federal law. The applicant should not be charged for this service.

6.11 Where an oath of office has been developed and used at State and local level before the publication of this manual, it will be advisable to secure legal opinion whether that oath is substantially the same

as the one quoted above. If so, the task of administering new oaths to those already enrolled can be avoided.

PERSONNEL RECORDS

6.12 A personnel file should be kept for each member of the auxiliary force. In addition to the application, this file should contain copies of all correspondence, commendations, complaints, and investigation reports concerning the member, and a master card, at least 5 by 8 inches in size, listing the following information:

(a) Name, address, phone numbers, assigned precinct, precinct of residence, date of changes of assignment and rank, and other similar data.

(b) Training data, including hours and beginning and completion of dates of basic training; hours, dates, and subjects of specialized training; training certificates issued; and grades attained.

(c) An accurate monthly report of hours of duty, including training, for use in awarding certificates of service and similar purposes.

(d) Short statements of commendations, complaints, and disciplinary action, covering the reports and correspondence in the file.

(e) Special preservice training skills and aptitudes, such as radio repairs, typewriter service, carpentry, and auto repairs.

(f) Departmental equipment issued to the individual.

6.13 To handle the extra work of maintaining auxiliary police records, auxiliary policewomen with clerical, typing, and filing experience should be assigned to the personnel office. If possible, continuous clerical service of this kind should be arranged.

6.14 Police forces leasing or owning tabulating equipment should maintain punch cards covering selected items from the master cards. These punch cards will reduce clerical work and accelerate certain operations, such as tabulation of manpower inventories, preparation of rosters by precincts or divisions, and selection of specialists and technicians for special emergency assignments.

POLICE TRAINING FOR CIVIL DEFENSE

PROGRAM DEVELOPMENT

7.1 Under peacetime conditions the average police department has facilities and instructors sufficient only for the training of its regular recruits and a normal in-service training program. Development of a civil defense organization within the department, therefore, requires considerable expansion of both training staff and facilities—an expansion that will handle the training of a group of volunteer recruits at least four times the size of the department's regular personnel strength. In addition, refresher courses and specialized civil defense training are recommended for regular personnel of all ranks.

7.2 The accelerated training program entails training additional instructors and obtaining additional classrooms, as well as establishing refresher courses for police officers previously trained as instructors. Additional classroom space, if needed, can usually be obtained by:

- (a) Converting police station assembly rooms.
- (b) Borrowing public school classrooms for evening use.
- (c) Arranging for use of various clubrooms or meeting rooms.

7.3 In metropolitan areas, training should be decentralized to provide neighborhood classes, easily reached by trainees.

7.4 State civil defense legislation should make the State civil defense director responsible for standardization and coordination of civil defense training, thus permitting uniformity in mutual aid and mobile support operations. States that have not already done so should issue lists of subjects to be covered in civil defense training of regular and auxiliary police. These lists should be accompanied or followed by training materials and texts or by sources and references for local development of training material. In addition, basic training

materials will be issued by the Federal Civil Defense Administration.

7.5 A list of suggested subjects for auxiliary police training is given in paragraph 7.6. Although individual States may vary this list somewhat, these same basic subjects should be covered. Regardless of necessary local modifications, a minimum of 160 hours and a maximum of 200 hours are recommended for the training of auxiliary police.

AUXILIARY POLICE TRAINING COURSES

7.6 To help maintain interest of trainees and to help insure complete and uniform instruction, the total instruction should be divided into three courses—basic, intermediate, and advanced—as follows:

(a) Basic auxiliary training course:	<i>Hours</i>
(1) Note taking, classroom.....	2
(2) Civil government, including police force organization.....	4
(3) Departmental rules and regulations. If not published as such, all general and specific orders that form departmental policy and procedure should be covered.....	2
(4) Civil defense organization. At all levels stress interrelationships of local civil defense services.....	6
(5) Mutual aid and mobile support.....	2
(6) Mass disorder, riot, and panic control.....	12
(7) Defense against atomic, biological, and chemical warfare.....	4
(8) First aid. Emphasize injuries most frequently met by police.....	8
(9) Arrest, search, and seizure.....	4
(10) Care and use of equipment, departmental and personal.....	2
(11) Notetaking, field.....	2
(12) Arrest techniques and self-defense tactics.....	8
(13) Patrol and observation procedure and techniques.....	12
Subtotal.....	<hr/> <u>68</u>

	<i>Hours</i>
(b) Intermediate auxiliary training course:	
(1) Investigation techniques and procedure	8
(2) Collection, identification, and examination of physical evidence	6
(3) Interrogation and interviewing of suspects and witnesses	8
(4) Reports and report writing	6
(5) Detention procedure, including booking and searching prisoners	2
(6) Court organization and courtroom procedure	6
(7) Laws of evidence	6
(8) Subversive activity, observation, and reporting	4
	<hr/>
Subtotal	46
	<hr/> <hr/>
(c) Advanced auxiliary training course:	
(1) Use of firearms and firearm safety	12
(2) Gas (use, type, and limitation)	4
(3) Criminal laws and ordinances	12
(4) Traffic laws and traffic control	10
(5) Police communications, facilities, and use	2
(6) Minority group relations	2
(7) Juvenile delinquency, control, and procedure	4
(8) Public relations and police conduct	6
(9) Relations to other law-enforcement agencies	4
	<hr/>
Subtotal	56
	<hr/> <hr/>
Grand total	170

7.7. Certificates should be awarded trainees who complete each course. The certificate form should be provided by the State civil defense director.

7.8 Auxiliary police trainees could assist materially in an emergency after completing the basic course, which should, therefore, be taught at the earliest possible date.

7.9 The State civil defense director should arrange for assistance from the State police and the State department of education in the training of instructors and the development of training material. The Federal Civil Defense Administration will provide an instructor's guide and training aids, which will be announced when available.

PROGRESS REPORTS

7.10 Supervisors of police civil defense training should submit reports of progress and completion of courses to the chief of the police service division. The information given in these reports—dates of starting and completing courses, certificates awarded, grades attained, specialized training given, and other pertinent data—should be entered on the trainees' personnel record cards.

7.11 Summaries of these reports should be the basis of reports on training progress to the State civil defense director. The reports required by the State director should include:

- (a) Titles of courses and hours assigned for each course.
- (b) Type and capacity of training facilities available and in use.
- (c) Instructional material available, planned, and in process of development.
- (d) Type and number of training aids available.
- (e) Type and number of training aids required but not available.
- (f) Instructors available, courses assigned to each, and identification as full time, part time, and volunteer.
- (g) Number of regular and auxiliary police personnel attending classes.
- (h) Number of persons completing training courses and names of courses completed.

EMERGENCY MOBILIZATION AND DEPLOYMENT

8.1 Police forces with a single headquarters covering the entire jurisdiction should maintain their auxiliary and regular reserves in a central pool for emergency assignment. Municipalities having their police forces divided into precincts will, of course, maintain at least one pool for each precinct. Auxiliary police should be assigned to a pool in the precinct in which they live, unless another precinct is more accessible or unless there are more police living in that precinct than are needed and a shortage exists in a nearby precinct.

8.2 Both regular and auxiliary police should report for duty and assignment when notified of an emergency. Regular police personnel should have telephones in their homes.

8.3 To assure full-strength emergency mobilization, each officer off duty and not at home should be required to leave word where he can be reached.

8.4 In time of emergency all regular and all available auxiliary police report for duty at predetermined locations. If the police force normally operates on the three-shift or three-platoon basis, plans should be prepared in advance for a change to a two-shift or a two-platoon basis. In this way the force can be maintained at maximum strength and necessary rest periods allowed during an extended emergency.

TRAFFIC CONTROL

9.1 In the planning of the police civil defense program, a traffic control plan that will function under extreme emergency conditions should be developed. The possibility of public hysteria and panic must be fully recognized and checked; otherwise, haphazard evacuation of the urban population could result, with consequent damage to our war support potential. Police traffic control must keep traffic moving in an orderly manner so that the urban population can continue to operate war industry plants.

9.2 Under emergency conditions normal police traffic control must be expanded to attain the following objectives:

(a) Preventing use of motor vehicles for unauthorized evacuation, by use of road blocks, police direction, etc.

(b) Immediate stopping of all unauthorized use of motor vehicles.

(c) Clearing unofficial traffic from the emergency area.

(d) Routing and rerouting traffic to keep it moving.

9.3 Although these procedures are closely related to normal traffic control procedures, they require special planning, training, and equipment. The problem is highly complicated and far beyond any traffic control situation of past experience, and therefore the problem calls for special research and development. Basic operating manuals will be issued by the Federal Civil Defense Administration, and training programs will be initiated for key personnel.

EXPLOSIVE ORDNANCE RECONNAISSANCE

10.1 Unexploded ordnance would be handled by experienced explosive ordnance disposal groups of the Department of Defense. However, in carrying out their basic duty of protecting life and property, police forces must select and train certain personnel to be explosive ordnance reconnaissance agents. Wardens, firemen, and regular and auxiliary police assigned to patrol forces and traffic control would be in positions to detect and report unexploded ordnance. If explosive ordnance reconnaissance agents are not at hand to take charge and make decisions, other regular and auxiliary police should have the authority to enforce safety precautions. However, if an explosive ordnance reconnaissance agent is available, the explosive ordnance should be reported to him so that he can survey the site and decide upon proper safety precautions. In addition, all unexploded ordnance should be reported immediately to the local control center. Plans should be made to prevent duplication of reports to control centers.

10.2 Both population and area must be considered in deciding the personnel strength necessary for explosive ordnance reconnaissance coverage.

10.3 To equalize civil defense responsibilities among the various units of a police force and because a number of detectives are trained and experienced in handling explosives, police forces should consider assigning explosive ordnance reconnaissance duty to their detective unit.

10.4 Under this plan a detective officer with a knowledge of explosives would be designated as chief explosive ordnance reconnaissance agent. Regular detectives would be assigned as assistants and would head teams of selected auxiliary police for explosive ordnance reconnaissance.

10.5 Special training courses should be given explosive ordnance reconnaissance personnel. In addition to extended courses in basic first aid and panic control, the curriculum should include the study of:

(a) Explosion effects.

(b) Bomb identification.

(c) Basic mechanics of bomb construction, bomb-timing devices, and fuzes.

(d) Penetration capacities of high-explosive bombs of various weights and types.

(e) Evacuation techniques.

(f) Barricading techniques.

10.6 Training standards and materials for explosive ordnance reconnaissance should be developed by the training division of the State civil defense organization. Assistance and technical advice will be given by the Department of Defense and the Federal Civil Defense Administration, and personnel of military explosive ordnance disposal groups will usually be available to assist in instruction at the local level.

CONCLUSION

10.7 It is not the intent of this manual to limit or inhibit the activities of police services that have already been organized but rather to encourage and assist those that have not yet organized for civil defense. The smoothly functioning teamwork, which has in the past enabled police forces to handle civil disasters, should set the pattern for an organization capable of coping with the results of an enemy attack. By making best use of training and skill of regular and auxiliary police, the police services will, in case of an enemy attack as in normal times, continue to merit the traditional confidence and respect of the American public and play a vital role in the civil defense of the United States.

STANDARD JOB DESCRIPTIONS

Police Services Advisory Committee.

State Coordinator of Police.

Sectional Coordinator of Police.

Metropolitan Area Coordinator of Police.

Local Coordinator of Police.

Auxiliary Police Company Leader.

Auxiliary Police Platoon Leader.

Auxiliary Police Squad Leader.

Auxiliary Police.

Senior Explosive Ordnance Agent.

Explosive Ordnance Agent.

POLICE SERVICES ADVISORY COMMITTEE

SUMMARY

Advises the Governor and, through him, the State civil defense director and the State coordinator of police on coordination, training, and operational procedures for civil defense police services.

DUTIES

Develops standards for training regular and auxiliary police. Develops qualifications for auxiliary police. Furnishes guidance and advice for police agencies in maintaining personnel and strength under wartime emergency conditions.

Recommends operational procedures for civil defense police services. Develops methods for maintaining regular and auxiliary police morale and continued interest under stress of increased work and longer hours of duty. Develops, through recommendations and advice, uniformity of insignia, terminology, titles, authority, and assignment of auxiliary police.

QUALIFICATIONS

Outstanding individuals in the field of law enforcement whose opinion and advice would command the respect and confidence of police executives.

Adaptability.—High degree of knowledge in legal and operational procedures with ability to formulate practical programs and policy for operational plans.

Physical requirements.—Must be physically qualified to perform the duties required. Need not be robust. Should be of an age most likely to be exempted from service in the Armed Forces.

Availability.—Should be in a position to attend frequent regular conferences and, when required, special meetings also.

STATE COORDINATOR OF POLICE

SUMMARY

Develops police resources, plans, and procedures to assure maximum civil defense effectiveness of the police services throughout the State.

DUTIES

Coordinates functions of sectional coordinators and all police agencies within the State. Coordinates police services activities with other civil defense services. Develops and activates police and auxiliary police training programs with particular emphasis on general civil defense tactical problems and coordinated activities. In conjunction with military agencies, establishes specific training for explosive ordnance agents. Facilitates the flow of instructions and information from Federal and State civil defense offices to police agencies.

Directs the inventory and maintenance of master inventory records of all police facilities, personnel, and equipment within the State. Develops plans for organization and implementation of police mobile support, involving, under special orders from the Governor, the command of intrastate and interstate police resources.

Takes action to stimulate and organize auxiliary police training and maintains liaison with State civil defense offices' training unit in the development of police training material, training aids, and texts.

QUALIFICATIONS

May or may not be the head of the State police or State highway patrol. Must be a recognized leader in the police field with extensive experience in the administration of larger police organizations.

Adaptability.—Must have both a high degree of ability to develop cooperation among police agencies and a comprehensive conception of the police problems and responsibilities involved in the civil defense functions of the police services.

Physical requirements.—Must be physically qualified to perform all duties required, including the ability to withstand the rigors involved in actual command of police services in the field during long hours of emergency duty, and should be of an age not likely to be drafted into the Armed Forces.

Availability.—Should be on a paid, full-time basis.

SECTIONAL COORDINATOR OF POLICE

SUMMARY

Implements police civil defense planning, coordinates the civil defense functions and activities of all police agencies, and integrates such functions and activities with those of other civil defense services within the section.

DUTIES

Executes the State civil defense program for police services at the section level. Coordinates the civil defense functions and activities of all police agencies within the section and integrates such functions and activities with those of other civil defense services operating within the section. Assists and advises in developing mutual aid compacts between police agencies operating within the section, including units of the State police agency.

Secures the inventory of police resources of the section at specific intervals and supplies the State coordinator with inventories and revisions of police resources. Assists and advises in developing and improving police communications systems at local, sectional, and State levels.

QUALIFICATIONS

May or may not be the sectional commander of the State police or State highway patrol. Should have considerable experience in police administration and operational procedures and should command the respect and confidence of police executives in the section.

Adaptability.—Must have a high degree of ability to develop cooperation among police agencies and an ability to administer plans and policies developed at the State level.

Physical requirements.—Must be of robust health and stamina, able to endure long hours and increased duties in emergency field operations.

Availability.—Should be a paid, full-time police official.

METROPOLITAN AREA COORDINATOR OF POLICE

SUMMARY

Implements police civil defense planning and coordinates the civil defense functions and activities of all police agencies in the metropolitan area with those of other civil defense services.

DUTIES

Coordinates and integrates the civil defense police functions with those of other civil defense services; implements police planning for civil defense operations, including mutual aid agreements; obtains and keeps current an inventory of police personnel, equipment, and facilities in the area; and transmits the inventory data through channels to the State coordinator of police. Assists in developing and improving police communication networks within the area and plays an important part in stimulating the recruitment, organization, and training of auxiliary police, as well as the special training of regular police in civil defense functions.

QUALIFICATIONS

Should be an experienced police administrator with a thorough knowledge of the police problems in the area.

Adaptability.—Should be a recognized leader in the police field whose opinions, advice, and instructions command the respect of police executives within the area.

Physical requirements.—Must be in good physical condition, able to perform the required duties during long hours in an emergency.

Availability.—May be a full-time administrator or the chief of one of the police organizations involved.

LOCAL COORDINATOR OF POLICE

SUMMARY

Develops police resources, plans, and procedures to assure maximum civil defense effectiveness and establishes the basis for effective coordination of police services with other civil defense services on the county or local level.

DUTIES

In compliance with local civil defense organization plans and allocation of additional responsibilities, he adjusts and implements police organizational pattern. Develops and augments police resources to assure maximum civil defense effectiveness. Serves on the staff of the local director of civil defense as police adviser and operating head of the police services. Evaluates and expands operational control and procedure. Develops and activates effective personnel and equip-

ment mobilization. Develops and actuates police and auxiliary police training programs with particular emphasis on civil defense tactical problems and coordinated activities. Recruits, organizes, and trains auxiliary police as an integrated part of the regular police services. Fosters interest and develops morale of auxiliary police personnel through carefully planned normal duty assignments, in-service training procedures, and other methods consistent with the good of the police services. Develops comprehensive operational plans for emergency civil defense duties, including fundamental police tactical procedures for incident handling, traffic control, enforcement of emergency regulations, crowd and panic control, and other problems that may be encountered in an emergency. Secures inventory of police resources, personnel, and equipment within his jurisdiction and supplies the State coordinator with an inventory and with a revision of such inventory at regular intervals. Coordinates the activities of the police services with those of other civil defense services. Develops mutual aid plans, standard operational procedures, and programs.

QUALIFICATIONS

Should be the chief of police or, where there is no chief of police, the sheriff. Should be an experienced police administrator.

Adaptability.—Must be a leader capable of inspiring the respect and confidence of police and other officials and must have the ability to develop a high degree of cooperation and coordination of all police services within his jurisdiction.

Physical requirements.—Must be in sound physical condition and capable of assuming and maintaining command of the police services in the field over long hours of duty in an emergency.

Availability.—Should be the paid, full-time supervising head of the local police organization.

AUXILIARY POLICE COMPANY LEADER

SUMMARY

Under direction and supervision of precinct commander, assists in mobilization and general supervision of auxiliary police companies.

DUTIES

Under direction of the precinct commander, assists in developing mobilization and operational plans for auxiliary police assigned to

company. Conducts roll calls and furnishes precinct commander with attendance and performance records. Reads and explains general orders, special orders, messages, instructions, and decisions of chief of police services and precinct commander. Organizes company into platoons and squads for administrative and operational purposes. Inspects and reports conditions of personnel and equipment. Reads, corrects, and submits to precinct commander the reports and communications from subordinates. Assists in disseminating instruction and information and in developing programs to maintain interest and morale. Makes written reports as required by regulations of police services. Performs such other duties as may be delegated by the precinct commander.

QUALIFICATIONS

Must have a thorough knowledge of the duties and responsibilities of the police services and the functions of auxiliary police within those services, together with a comprehensive understanding of operational procedures of police and other civil defense services.

Adaptability.—Requires a considerable degree of leadership and ability to supervise and to deal with other people. Must be of calm temperament in emergencies.

Physical requirements.—Must be able to perform duties required and must be sufficiently robust to perform long hours of field duty under disaster conditions.

Availability.—Should be in a position to devote 4 to 8 hours per week during training period and full-time in emergencies.

AUXILIARY POLICE PLATOON LEADER

SUMMARY

Under direction of auxiliary police company leader, assists in mobilizing and supervising auxiliary police platoons.

DUTIES

Assists in implementing mobilization and operational plans for auxiliary police assigned to platoon. Transmits information and instructions regarding general orders, special orders, messages, and decisions of superiors and ascertains that subordinates thoroughly understand them. Furnishes company leader with performance and attendance records. Implements programs to maintain interest and

morale. Under direction of regular police officers, supervises functions and activities of squad leaders and auxiliary police assigned to the platoon. Inspects and reports condition of personnel and equipment to company leader. Responsible for mobilizing the platoon at a designated point and for assigning personnel to particular functions. Coordinates functions of personnel of platoon with other police personnel and other civil defense services. Makes written reports as required by police regulations. Performs such other duties as may be delegated by company leader, precinct commander, or chief of police services.

QUALIFICATIONS

Must have considerable knowledge of the duties and responsibilities of the police services and the functions of the auxiliary police within those services, together with a comprehensive understanding of the functions and operational procedures of public and other civil defense services.

Adaptability.—Requires a considerable degree of leadership and supervisory ability. Must be of calm temperament and have ability to deal with other people under stress of disaster conditions.

Physical requirements.—Must be able to perform duties required and must be sufficiently robust to perform long hours of duty during emergencies.

Availability.—Should be in a position to devote 4 to 8 hours per week during the training period and full time during an emergency.

AUXILIARY POLICE SQUAD LEADER

SUMMARY

Under direction of auxiliary police platoon leader, assists in mobilizing and supervising auxiliary police assigned to the squad.

DUTIES

Assists in implementing mobilization and operational plans for auxiliary police assigned to the squad. Transmits orders, messages, instructions, and information to personnel assigned to the squad and ascertains that such personnel thoroughly understands them. Furnishes platoon leader with attendance and performance records. Under direction of regular police officer, supervises functions and activities of personnel assigned to squad. Inspects and reports condition of

personnel and equipment to platoon leader. Assists in implementing program to maintain interest and morale. Responsible for mobilizing squad at designated points and seeing that assignments of squad are executed. Coordinates functions of squad with other police personnel and other civil defense services. Makes written reports as required by police service regulations. Assists squad personnel in performing duties and preparing required reports. Performs other duties that may be delegated by proper authority.

QUALIFICATIONS

Must have considerable knowledge of the duties and responsibilities of the police services and the functions of auxiliary police within those services, together with some understanding of the functions and operational procedures of other civil defense services.

Adaptability.—Requires some degree of leadership and ability to supervise. Must be of calm temperament and have considerable ability to deal with other people.

Physical requirements.—Must be able to perform duties required, including long hours during emergencies.

Availability.—Should be able to devote 4 to 8 hours per week during the training period and full time in emergencies.

AUXILIARY POLICE

SUMMARY

Volunteers for service through the local civil defense personnel office or regular police-recruiting program and serves as an integrated part of the regular police organization in an emergency.

DUTIES

Under direction of regular police personnel, performs police duties as assigned. Patrols the assigned area on foot or in vehicle. Directs traffic and provides right-of-way for emergency vehicles. Enforces laws and emergency regulations, apprehends violators, and detains suspicious persons. Protects life and property and prevents looting and other illegal actions. Guards docks, warehouses, bridges, and other vulnerable points. Prevents and controls panic, disorder, hysteria, and mob action. Assists wardens and explosive ordnance reconnaissance agents. Establishes and maintains protective measures at scenes of incidents. Assists in evacuating persons from dangerous areas and

prevents unauthorized persons from entering such areas. Renders first aid. Prepares and submits written reports of occurrences and activities as required by police service regulations.

QUALIFICATIONS

Must be a citizen of the United States with sufficient educational background to understand and perform the duties required. Must be of good moral character with no past criminal record.

Adaptability.—Should be able to adapt himself quickly to rapidly changing emergency situations. Must be of calm temperament and must have considerable ability to deal with others and to make and execute quick decisions.

Physical requirements.—Must have physical ability to perform active duties under adverse conditions and should be of an age not likely to be drafted into the Armed Forces.

Availability.—Should be in a position to devote 4 to 8 hours per week during the training period and full time under disaster conditions.

SENIOR EXPLOSIVE ORDNANCE AGENT

SUMMARY

Under direction of chief of local police services, supervises the operation of explosive ordnance agents and disseminates information and instructions to other police and civil defense services regarding safety precautions until explosive ordnance is disposed of.

DUTIES

Organizes and plans training program for explosive ordnance agents. Supervises operations of explosive ordnance agents. Establishes contact and operational procedure with properly designated explosive ordnance office of the military service. Develops operational control and procedure for explosive ordnance agents. Receives incident reports of unexploded ordnance and, upon verification, notifies designated explosive ordnance officer of the military service and notifies other civil defense services. Dispatches explosive ordnance agents to priority locations. Maintains necessary safety precautions until explosive ordnance is disposed of. On recommendation of explosive ordnance officers, increases or decreases the established safety precautions. Keeps other civil defense services informed on status of unexploded ordnance incidents.

QUALIFICATIONS

Must obtain complete technical knowledge of all phases of unexploded ordnance problems, including the effects, identification, basic mechanics, construction, timing devices, and penetration capacities of the various weights and types of high-explosive ordnance, evacuation techniques, and barricading techniques.

Adaptability.—A considerable degree of resourcefulness and leadership is required, together with ability to supervise and to coordinate the activities of others.

Physical requirements.—Must be able to perform the required duties. Physical handicaps, if not of major proportions, would not disqualify persons from performing these duties.

Availability.—Should be a full-time regular police official with some previous knowledge of high explosives.

EXPLOSIVE ORDNANCE AGENT

SUMMARY

Under direction of senior explosive ordnance agent, proceeds to the scene of reported unexploded ordnance incident, verifies report, and establishes safety precautions and evacuation requirements. Maintains follow-up until ultimate disposition of unexploded ordnance.

DUTIES

Keeps assembled and in good repair the necessary equipment for explosive ordnance reconnaissance. Keeps thoroughly informed on current knowledge disseminated on the techniques of all phases of handling actual or suspected unexploded ordnance. Must be thoroughly cognizant of the operations of other civil defense services as they might be affected by the existence of reported unexploded ordnance. Under directions of the senior explosive ordnance agent, must go immediately to the scene of reported incident and proceed with explosive ordnance reconnaissance. Establishes true status of reported incident and notifies control center. In cooperation with the senior police officer and senior warden at the scene, defines the area from which persons must be evacuated consistent with maximum safety and minimum inconvenience; defines the area from which all vehicular and pedestrian traffic must be excluded; conducts a ground survey of the area to determine the possible necessity of evacuating

irreplaceable and valuable equipment, installations, and objects. Following completion of explosive reconnaissance duties and establishment of total security measures, reports actions to senior explosive ordnance agent and status as to availability for additional assignment.

QUALIFICATIONS

Must obtain complete technical knowledge of all phases of evacuation, barricading techniques, and unexploded ordnance problems, including the effects, identification, basic mechanics, construction, timing devices, and penetration capacities of the various weights and types of high-explosive ordnance.

Adaptability.—Requires considerable ability to deal with others under adverse conditions, a moderate degree of leadership, and a high degree of ability to understand changing techniques in handling particular and varying situations.

Physical requirements.—Must be in good physical condition, able to perform strenuous duties in the field under emergency conditions.

Availability.—Should be a specially trained full-time regular police officer or selected auxiliary police who can devote 4 to 8 hours per week during training period and full time under emergency conditions.

OFFICIAL CIVIL DEFENSE PUBLICATIONS

The following Federal Civil Defense Administration publications are on sale by the Superintendent of Documents, Washington 25, D. C. (Order blanks are supplied for your convenience at the back of this book.)

1. *United States Civil Defense*, 1950, 25 cents, 168 pp. The national plan for organizing the civil defense of the United States.

Administrative Guides

1. *Civil Defense in Industry and Institutions*, Pub. AG-16-1, 1951, 25 cents, 64 pp. Plans for organizing and administering civil defense self-protection programs for the Nation's industrial plants, office and apartment buildings, and other institutions.
2. *The Clergy in Civil Defense*, Pub. AG-25-1, 1951, 10 cents, 12 pp. Guide for the clergy of all faiths for determining their place and function in civil defense.
3. *Emergency Welfare Services*, Pub. AG-12-1, 1952, 20 cents, 62 pp. Guide for developing a program to meet the multiple welfare problems that would arise from enemy attack.
4. *Engineering Services*, Pub. AG-13-1, 1952, 15 cents, 25 pp. Assists State and local civil defense directors in planning and establishing their engineering services.
5. *Fire Services*, Pub. AG-9-1, 1951, 15 cents, 27 pp. Basic guide to assist States and communities in planning, organizing, staffing, and operating an expanded fire-fighting service during periods of war emergency.
6. *Health Services and Special Weapons Defense*, Pub. AG-11-1, 1950, 60 cents, 264 pp. Methods for organization of all basic health and special weapons defense (atomic, biological, and chemical warfare) for State and local civil defense programs.
7. *Police Services*, Pub. AG-10-1, 1951, 20 cents, 50 pp. Basic guide for State and local civil defense officials in organizing and directing police civil defense services.
8. *Principles of Civil Defense Operations*, Pub. AG-8-1, 1951, 20 cents, 48 pp. Basic guide in planning and organizing for mutual aid and mobile support operations.
9. *The Rescue Service*, Pub. AG-14-1, 1951, 15 cents, 32 pp. Basic guide for State and local civil defense officials in organizing rescue services and training rescue teams.
10. *The Supply Service*, AG-6-1, 1952, 20 cents, 50 pp. Assists State and local civil defense directors and supply officials in establishing adequate supply programs.

11. *The Warden Service*, Pub. AG-7-1, 1951, 20 cents, 48 pp. Basic guide for civil defense directors and supervisory wardens in selecting, organizing, training, and equipping the warden service.

Public Booklets

1. *Duck and Cover*, Pub. PA-6, 1951, 5 cents, 14 pp. Cartoon instruction for children on what to do in case of atomic attack.
2. *Emergency Action to Save Lives*, Pub. PA-5, 1951, 5 cents, 32 pp. Practical instructions for the untrained person on the emergency care of injured people.
3. *Fire Fighting for Householders*, Pub. PA-4, 1951, 5 cents, 32 pp. Basic information for the householder on how fires start, how they can be prevented, and how to fight fires.
4. *This Is Civil Defense*, Pub. PA-3, 1951, 10 cents, 32 pp. Highlights of the national civil defense program and the part the volunteer must play to make civil defense a success.
5. *What You Should Know About Biological Warfare*, Pub. PA-2, 1951, 10 cents, 32 pp. Techniques of personal survival under biological warfare attacks.
6. *Survival Under Atomic Attack*, 1950, 10 cents, 32 pp. Techniques of personal survival under atomic bomb attacks.

Technical Manuals

1. *Blood and Blood Derivatives Program*, Pub. TM-11-5, 1952, 40 cents, 179 pp. Describes Federal, State, and local organization and operation of a civil defense blood program.
2. *Civil Defense in Schools*, Pub. TM-16-1, 1952, 15 cents, 32 pp. A guide and reference for local and State superintendents of schools in organizing and operating programs for the self-protection of schools, their physical facilities, staff, and students.
3. *Interim Guide for the Design of Buildings Exposed to Atomic Blast*, 15 cents, 34 pp. Suggests to architects and engineers methods of increasing the strength of new buildings to resist atomic blast, and points out hazards which should be considered in the design of shelter areas in buildings.
4. *Organization and Operation of Civil Defense Casualty Services, Part III—Medical Records for Casualties*, Pub. TM-11-3, 1952, 15 cents, 31 pp. Recommends medical records and forms for uniform use by all States in the handling of casualties resulting from enemy attack.
5. *Outdoor Warning Device Systems*, Pub. TM-4-1, 1951, 15 cents, 36 pp. Data for planning, procuring, and installing public warning device systems for civil defense.

6. *Radiological Decontamination in Civil Defense*, Pub. TM-11-6, 1952, 15 cents, 31 pp. Provides information for all radiological defense personnel and serves as an operations manual for decontamination crews.
7. *Shelter from Atomic Attack in Existing Buildings, Part I—Method for Determining Shelter Needs and Shelter Areas*, Pub. TM-5-1, 1952, 20 cents, 53 pp. Instructions, forms, and recommendations for use of civil defense directors, survey teams and their supervisors, and technically qualified personnel in conducting a shelter survey.
8. *Shelter from Atomic Attack in Existing Buildings, Part II—Improvement of Shelter Areas*, Pub. TM-5-2, 1952, 15 cents, 26 pp. Offers suggestions to architects and engineers for improving certain shelter areas.
9. *The Nurse in Civil Defense*, Pub. TM-11-7, 1952, 20 cents, 52 pp. Assists key civil defense nurses in planning and operating State and local nursing services.
10. *Water Supplies for Wartime Fire Fighting*, Pub. TM-9-1, 1951, 10 cents, 16 pp. Program for increasing available water supplies to meet the needs of emergency water-supply operations during wartime.
11. *Windowless Structures—A Study in Blast-Resistant Design*, Pub. TM-5-4, 1952, \$1.00, 164 pp. Describes methods and procedures for designing windowless structures or windowless portions of conventional structures, based on the dynamic properties of loading; presents principles, methods, and formulas for determining the magnitude, duration, and distribution of atomic blast loads on windowless structures.

Other Publications

1. *Annotated Civil Defense Bibliography for Teachers*, Pub. TEB-3-2, 1951, 20 cents, 28 pp. Aid for teachers in locating publications for use in civil defense planning and instruction in schools.
2. *Civil Defense Against Atomic Warfare*, 1950, 10 cents, 24 pp. Lists sources of unclassified scientific and technical data useful as background information in planning civil defense against atomic bombing.
3. *Civil Defense and National Organizations*, 10 cents, 15 pp. Outlines the need for civil defense and informs national organizations how they can participate in the program.
4. *Civil Defense in Outline*, 1951, 35 cents, 41 pp. Guide for the use of organizations in their national and State civil defense programs.
5. *Civil Defense Nursing Needs*, Pub. VM-1, 1952, 15 cents, 17 pp. Outlines program for increasing nursing services to insure an adequate supply of nurse power in the event of attack or disaster.
6. *Damage from Atomic Explosions and Design of Protective Structures*, 1950, 15 cents, 32 pp. Describes damage from blast to various types of structures and buildings, and suggests design of building construction to resist these effects.

7. *Fire Effects of Bombing Attacks*, Doc. 132, 1950, 15 cents, 48 pp. Summarizes data on World War II bombing attacks and suggests a method of appraising fire susceptibility of cities to minimize the effects of mass fires.
8. *Interim Civil Defense Instructions for Schools and Colleges*, Pub. TEB-3-1, 1951, 30 cents, 32 pp. Guide for educational administrators in planning immediate civil defense training and education programs.
9. *Medical Aspects of Atomic Weapons*, 1950, 10 cents, 24 pp. Medical and biological aspects of injuries resulting from atomic bomb explosions and their treatment.
10. *The Warden's Handbook*, Pub. H-7-1, 1951, 15 cents, 34 pp. Basic reference aid for the block warden.
11. *Women in Civil Defense*, Pub. VM-2, 1952, 15 cents, 20 pp. Emphasizes the importance of women's participation in the civil defense program.
12. *The Staff College*, Brochure, 1952, 10 cents, 15 pp. Describes courses, registration procedures, and nature of facilities of FCDA Staff College at Olney, Maryland.
13. *Annual Report for 1951*, 1952, 30 cents, 108 pp. Comprehensive report to the President and Congress on the FCDA program during 1951.
14. *National Civil Defense Conference Report*, May 1951, 45 cents, 73 pp. Transcript of the National Civil Defense Conference, held in Washington, D. C., on May 7 and 8, 1951.
15. *Civil Defense Household First Aid Kit*, Leaflet, 1951, \$1.50 per 100 copies. Lists first-aid items for a family of four or less; gives items to be stocked, quantity, substitutes, and uses.
16. *Atomic Blast Creates Fire*, Leaflet, 1951, \$1.50 per 100 copies. Instruction to householders on how to reduce fire hazards and prevent fires in the home.
17. *Air-Raid Alert Card*, \$1.50 per 100 copies. Instruction card on what to do in case of an atomic bomb attack.



